



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ASSISTANT SUPERINTENDENT
3	Posting Number	PN# 103137
4	Department	Building Services Department
5	Division	Property Management
6	Section	North District
7	Reporting Location	5320 North Shepherd*
8	Workdays & Hours	M – F; 8 am – 5 pm*
		* Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs professional administrative functions in the supervision, coordination and evaluation of skilled and/or semi-skilled work in the maintenance and management of City buildings, facilities and/or grounds. Plans, organizes, administers, monitors and reviews work quality and staff productivity. Recommends operational improvements to the supervisors and lead workers for implementation. May assign and coordinate staff work schedules. Oversees various administrative functions, including maintenance and review of departmental methods, procedures and services. Develops and recommends various administrative and human resources programs; e.g. recruitment, training and development, transfer programs, inventory procurement/distribution plans and budget estimates. Creates and maintains operational records of the division; compiles and prepares required reports. Provides guidance and policy interpretation to staff; promotes in-house training and workshops. Maintains cooperative relationships with other department divisions and various City departments/agencies.	
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate’s degree in Business Administration, Construction Management, Recreation or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including three of the years in a supervisory. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Class C Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants with experience in facility systems maintenance. Strong interpersonal and writing skills are desired.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> (X) Yes () No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div style="text-align: center;"><u>Salary Range - Pay Grade 20</u> \$1,151.00 – \$1,574.00 Biweekly \$29,926.00 - \$40,924.00 Annually</div>	
18	OPENING DATE	February 23, 2005
	CLOSING DATE	March 1, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications and only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources Department Telecommunication Device for the Deaf (TDD) phone number is (713) 837-9496.	
	An equal opportunity employer	